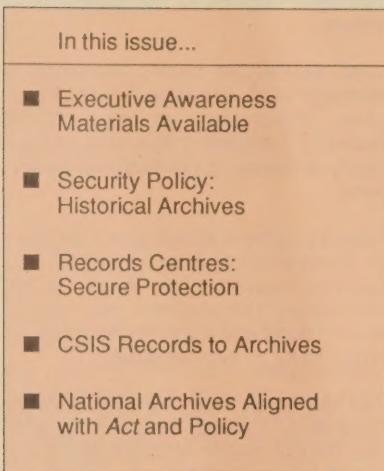


Government Records Bulletin

Vol. 6 No. 2 October 1990



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■ Executive Awareness Materials Available

The Department of the Secretary of State has developed education materials to help senior officials become more aware of information management trends and challenges.

"We see information management as one facet of organizational change," explains Ron Désormeaux, Director General of the Informatics and Administrative Policies and Services Branch. "That's why our six modules begin with, and often refer back to, the management of change."

The material, which comprises notes and overheads for lectures, has already been used at Secretary of State. The Information Management Education Committee (a sub-committee of TBS's Advisory Committee on Information Management) provided comments during their development.

Mr. Désormeaux will provide copies of the material to other departments that intend to undertake similar programs of executive education. ■

■ Security Policy: Historical Archives

Treasury Board's revised security policy confirms that the National Archives serves as a permanent repository for security classified records of historical importance.

The Information Management Practices area of Treasury Board issued the policy to departmental security coordinators in January 1990.

Information managers and security coordinators will note that "the National Archives of Canada is responsible for safeguarding, at the applicable level, classified or designated information transferred to the Archives...."

The facilities and procedures at the Archives equip it to safeguard historical materials that are designated or classified up to and including the top secret level.

The Archives is also responsible for "declassifying and downgrading information transferred to their control for historical or archival purposes, according to written agreements...." Institutions are encouraged, however, to declassify or downgrade records before transferring them to the Archives — provided this does not delay transfer beyond the expiry of retention

periods in records disposition schedules.

These provisions contribute to the government's ability to take a more efficient and economical approach to information security. ■

■ Records Centres: Secure Protection

The federal records centres store and destroy records securely.

More than 100 government departments currently store almost half a million linear metres of records and 300,000 computer tapes at records centres operated across Canada by the National Archives. The centres protect personal information such as tax returns and classified information such as nuclear facility operational records.

The centres have operated destruction facilities for security classified records since 1982. In 1989, the amount of classified records brought in for secure destruction increased by 26 per cent. Demand for these facilities has been so high that records centres in Vancouver and Winnipeg are increasing their capacity to dispose of classified material by more than 50 per cent this year. More than 380 government offices have used the centres' secure disposal facilities.

All the records centres are cleared to destroy records classified as "confidential," and material that is "designated." Two centres, the ones in Ottawa and Edmonton, are cleared to destroy records up to "Top Secret." The Ottawa centre stores records up to the "Top Secret" level, the rest to "Secret." ■

■ CSIS Records to Archives

In January this year, the Canadian Security Intelligence Service (CSIS) transferred to the National Archives of Canada some of its own early records, and some of those it inherited from the RCMP Security Service. The records date from 1919 to 1988; CSIS was created in 1984.

Some of the files contain material "related to individuals and organizations involved in the labour movement including protests, demonstrations and strikes in Canada. "Others document "terrorist activity and infiltration into various sectors of Canadian society," according to the Archives inventory. The inventory contains brief notations about the contents of large groups of records and is open to all researchers.

About the files on individuals, *Maclean's* magazine quoted CSIS Director, Reid Morden, as saying "If I had my druthers I would drop the whole damn bunch in an acid bath to get rid of them.... But if I did that, my friends at the ... archives would be over here with a lynch mob. The files have to be gone through bit by bit to see what is worth saving."

The National Archives is protecting the confidentiality of the records by keeping them in secure vaults and by restricting access to finding aids as well as to the records themselves in accordance with the *Access to Information Act*. Finding aids, such as file lists and indexes, give much more detailed information about the records than the inventory does.

The records are being transferred to the Archives in accordance with Section 6 of the *National Archives of Canada Act*, which says: "The records of government institutions and ministerial records that, in the opinion of the Archivist, are of historic or archival importance shall be transferred to the care and control of the Archivist...." ■

■ National Archives Aligned with Act and Policy

Lee McDonald, Director General of the National Archives' Government Records Branch, asked his managers last winter to re-align their duties in relationship to the *National Archives of Canada Act* and Treasury Board's Management of Government Information Holdings Policy.

The National Archives encompasses three functions. It is a national heritage institution responsible for private sector and government records of national significance. As an administrative arm of the federal government, it facilitates the management of records within federal government institutions and ministers' offices. Finally, it is a leading archival institution in the Canadian and international community. The Government Records Branch contributes to all these functions.

Key provisions of the *Act* with respect to government records require departments to seek the consent of the National Archivist to destroy records or keep them as the permanent historical record.

McDonald said, "Records disposition submissions developed according to a plan with each department will now come to a team that has expertise in the various information recording media. This allows us to take a comprehensive approach to information, as stipulated by Treasury Board and the *National Archives Act*." ■

This team, called Disposition and Evaluation, and headed by Ralph Westington will also handle the evaluation function assigned to the National Archives.

John McDonald heads Information Management Standards and Practices, responsible for the National Archives' research in this field and advisory activities to government institutions.

Robert Czerny is in charge of the Office of Professional Development and Communications. Its focus is on developing publications and videos and on conducting the Branch training program for public servants.

Ted van Leyen directs the nation-wide network of Federal Records Centres that handle paper records, electronic media and microfilm.

John Paveling is in charge of the Personnel Records Centre located in Ottawa. It holds records of over five million former military personnel and public servants. ■

Coordonateur : Robert Czermay
Rédacteurs : François Bouvier
Jane Heney

Le Bulletin est l'outil par lequel la Direction des documents gouvernementaux et la Direction des programmes publics des Archives nationales du Canada communiquent à la population les documents gouvernementaux et les programmes publics des Archives nationales du Canada. Pour soumettre des articles ou recuevoir des évaluations énervées sur les renseignements personnels à l'adresse suivante: *Bulletin des documents gouvernementaux, Archives nationales du Canada, 395, rue Wellington, Ottawa (Ontario), K1A 0N3.*

■ Des documents destinés aux personnes à Ottawa sont conservés dans les dossiers relatifs à l'administration et fonctionnent à la fois comme un fonds documentaire et une source d'information pour l'administration.

Leend van Leyen est à la tête du réseau des centres fédéraux de recherche qui entreposent et détruisent des documents, et qui établissent sur papier, sur support magnétique et sur microfilm.

Higher Czechy dirigé le Bureau du personnel professionnel et des communications, responsable de la formation des fonctionnaires et de la production des matériels didactiques.

AN et de services consultatifs aux
des recherches dans ce domaine aux
des institutions fédérales.

Il a été demandé la publication de l'information dans les divers supports d'information, ainsi que la publication de l'information sur les sites Web de la Commission canadienne de l'environnement et de la santé publique, et la publication de l'information dans les diverses publications de la Commission canadienne de l'environnement et de la santé publique.

Dorennavant, les demandes d'autorisation aux fins d'élimination de documents, préparées de concert avec chaque ministère, seront soumises à une commission, préparée de concert avec chaque ministère, pour déterminer si les documents peuvent être détruits.

sur leur démission, Lee McDonald, directeur général de la Direction des documents gouvernementaux aux AN, a demandé à ses gestionnaires d'accorder leurs fonctions aux dispositifs de la Loi sur les Archives nationales du Canada et à la Politique du CT. Les étenus par le gouvernement.

Repartition des responsabilités

Le transfert aux AN des documents
des institutions fédérales et des
cabines des ministres qui ont une

Dans un article du *Maclean's*, le directeur du SCRS, Reid Moroden, parle des dossier des particuliers. Si l'agent a les mains libres, il aurait jeté tout le lot dans une cuve d'acide; mais il étais conscient qu'il fallait plutôt examiner les dossiers un à un, pour voir ce qu'il mérite d'être conservé. Les AN protégeront la confidentialité des documents tenus en l'immédiat. L'accès aux instruments de recherche et aux documents, conformément à la Loi sur la protection des renseignements personnels, sera limité aux personnes habilitées et aux organismes qui ont été autorisés à accéder à ces documents.

Le mouvement, accessible à tous, comprend des notes sur de vastes groupes ethniques, accessibles à tous, qui sont documentés dans des archives. Certains documents concernent des personnes et organisations rattachées au mouvement ouvrier, des protestations, des manifestations et des grèves au Canada. D'autres documents décrivent les activités militaires et les actions politiques et militaires au Canada.

Documents du SCRS aux AN

Sécurité aux centres fédéra de documents

Ces dispositions aideront le gouvernement à assurer la sécurité des citoyens et à promouvoir l'information d'une manière plus économique et plus efficace.

Les centres fédéraux de documents entreposent et éliminent les documents d'une façon sécuritaire.

Bulletin des documents gouvernementaux

Vol. 6 n° 2 octobre 1990

Politique sur la ■ M. Desormeaux se fera un plaisir de communiquer les modules qui détiennent offre ces derniers calendrier de programme.

Les gestionnaires de l'information et les coordonnateurs de la sécurité peuvent y lire que les AN « sont chargées de protéger au degré approprié les renseignements classifiés ou renseignements divulgués au niveau très secret des installations et des procédures permettant aux archives de protéger des documents historiques et classifiés ou renseignements divulgués au niveau très secret. » Par ailleurs, la politique stipule que les « Archives sont chargées de déclassifier et déclasser les renseignements qui ont passé sous leur contrôle à cause de leur valeur historique ou archivistique, conformément à des critères... ». Cependant, les institutions sont encouragées à déclassifier ou à transmettre aux AN, dans la mesure où les déclasser les documents avant de les déclasse... »

Le Secrétariat des Partidiques de la section de l'Informatation du CT a communiqué cette possibilité aux coordinateurs des sécouristes des divers ministères fédéraux en Janvier 1990.

La politique révisée du CI sur la sécurité stipule que les AN sont le dépôt permanent des documents his- toriques classifiés.

Sensibilisation des cadres

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